

NPDGamma Collaboration Membership Policy

adopted February 23, 2002

Introduction

The purpose of this document is to define policies and mechanisms by which the NPDGamma collaboration can define collaborator status.

Determination of Collaborator Status

The definition of an NPDGamma collaborator is likely to change with the evolution of the experiment from the design stage to the data-acquisition stage. For this reason it is important to establish procedures that enable us to amend the definition of collaborator, and to add and subtract members from the list.

Definition

In this stage of the experiment we define a collaborator as someone who is contributing substantially to the development and construction of the NPDGamma experiment. This definition will change as the experiment enters the data acquisition stage, most likely including contributions including participation in running shifts.

Maintenance

The executive committee will be charged with maintaining an accurate collaboration list. The list will be publicly available on the collaboration web page. One member of the executive committee will be specifically charged with this responsibility.

Initial membership & renewals

The executive committee will solicit a list from senior representatives of each collaborating institution. The names of each prospective member from the representative's institution will be requested. From these lists an initial nomination list will be compiled. A Collaborator Form will be sent to each name on the nomination list asking the individual to describe their previous contributions to the experiment and their expected contributions for the coming one-year term. Using these responses and with assistance from the Work Project Leaders, the executive committee will determine by consensus a full collaboration list.

New collaborators will be installed with a one-year membership. At the end of each collaborator's one-year term an experiment contribution form, similar to the initial contribution form, will be sent. The executive committee will use this information (and seek more input if warranted) to determine a renewal status by consensus.

For initial membership and membership renewals the collaboration has the right to review the decisions of the executive committee.

Adding or subtracting collaboration members

Any current member of the collaboration can nominate people for collaboration membership. Nominations must include an Collaborator Form prepared by the nominee. Nominations must be made to the executive committee, which will render a decision on the nomination in a timely manner.

Any member who changes their institutional affiliation must communicate to the executive committee their intended commitment to the NPDGamma project. Acceptance of this commitment by the executive committee will maintain their membership for the rest of their one-year term

For both nominations of new members and continuance of membership for moving members the collaboration has the right to review the decisions of the executive committee.